

**POLICY STATEMENT:** McSence organisation has a duty under The Health and Safety at Work etc Act 1974 which requires us, so far as is reasonably practicable, to take care of the Health and Safety of all employees while at work. In addition to the duties we have as an employer, under road traffic law, e.g. The Road Traffic Act and Road Vehicle (Construction and Use) Regulations, which are administered by the police and other agencies, will, so far as is reasonably practicable, help to safeguard the interests of the company and the health and safety of its employees who drive in the course of their employment. It is now essential therefore that the company has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimizes the risk, both to the employee and the company. Health and Safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work.

The organisation has identified that motor vehicles are a necessary requirement for the fulfilment of their business. The Driver Handbook, agreed by the Senior Management Team, sets out all the rules and processes that the company and all drivers will follow. Within the handbook, specific requirements and tasks are set out - anyone using a vehicle must comply with these requirements and failure to do so will result in the company treating the matter as a disciplinary issue.

**Purpose:** The purpose of the McSence organisations vehicle policy gives employees guidelines regarding the use of company and personal vehicles. Company vehicles are provided, where necessary, as a tool for the job. This does not give rise to a contractual benefit. All McSence vehicles are operated from McSence Office(s) and unless there has been authorisation from the Line Manager and agreed by the Senior Management, vehicles must be returned to the office each Friday and collected on Monday's. Company vehicles are for business use only unless authorised by the Line Manager and agreed by the Senior Management Team where any fuel costs should be covered by the driver.

### Who Does This Policy Apply To?

**All Employees:** General applicability is that this policy is intended to apply broadly across all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Ltd, McSence Communication Ltd, McSence Services Ltd & McSence Workspace Ltd*. Depending on the nature and purpose of the policy, it may apply to some or all of the following persons working for or on behalf of the Group, in any capacity, including but not limited to:

 All employees at all levels, board members/directors/trustees, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** Depending on the nature of this policy, it may apply to some or all individuals working for or on behalf of the McSence Group of Companies in any capacity, across a range of settings. These settings include, but are not limited to:

 McSence Premises, Offices, Units and Business Park; Client's Premises; External Meeting Venues; Customers' Homes; Sheltered Housing; Public Areas; Whilst On-Call or On-Duty during Emergency Cover; Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working in Public Areas (café's, trains, coffee shops, buses etc). For the purposes of this policy, these settings are collectively referred to as "the workplace".

**ROLES & RESPONSIBILITIES:** The Fleet management isn't owned by one department—it's a shared system with operational responsibilities for this policy are as follows:

| Role & Accountability                                                                                                                                                                                | Key Activities                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Senior Management / Directors:</b> Ultimately accountable for fleet risk, compliance, and financial exposure                                                                                      | <ul style="list-style-type: none"> <li>Approve fleet policy and budgets</li> <li>Set sustainability and safety direction</li> <li>Ensure legal compliance</li> </ul>                                                                                                                                                                                             |
| <b>Senior Management Team:</b> Accountable for commercial value and supplier compliance in minimising financial loss and managing insurable risk                                                     | <ul style="list-style-type: none"> <li>Source vehicles (lease/purchase)</li> <li>Tender and negotiate contracts</li> <li>Arrange and renew insurance policies</li> <li>Liaise with insurers and brokers</li> <li>Track claims trends and costs</li> <li>Approve large expenditures</li> <li>Recommend risk reduction measures</li> </ul>                         |
| <b>Business Unit / Line Managers / Team Leaders / Supervisors:</b> Accountable for compliance and operational efficiency, vehicle availability, reducing incidents and ensuring legal H&S compliance | <ul style="list-style-type: none"> <li>Develop safe driving procedures</li> <li>Investigate accidents, incident trends and near misses</li> <li>Authorise &amp; allocate vehicles</li> <li>Ensure team members follow policy</li> <li>Monitor driver behaviour, usage and arrange driver safety training</li> <li>Address breaches or escalate issues</li> </ul> |
| <b>Drivers / Employees:</b> Personally accountable for safe driving and vehicle condition while in use                                                                                               | <ul style="list-style-type: none"> <li>Drive safely and legally</li> <li>Perform daily vehicle checks</li> <li>Report defects, faults, or damage</li> <li>Log mileage and fuel use</li> <li>Report accidents immediately</li> <li>Use vehicle only for authorised purposes</li> <li>Provide update license details</li> </ul>                                    |
| <b>Office:</b> Accountable for ensuring only eligible, competent drivers operate vehicles                                                                                                            | <ul style="list-style-type: none"> <li>Carry out licence DLVA checks initial and annually</li> <li>Maintain employee driving records</li> <li>Schedule maintenance, MOTs, servicing, repairs</li> <li>Maintain vehicle records</li> </ul>                                                                                                                        |
| <b>Finance Department:</b> Accountable for cost control and financial reporting accuracy                                                                                                             | <ul style="list-style-type: none"> <li>Monitor fleet budgets</li> <li>Track spend on fuel, leases, repairs</li> <li>Analyse cost trends and identify savings</li> <li>Manage expense claims (fuel, mileage)</li> <li>Manage suppliers (leasing, fuel, repairs)</li> </ul>                                                                                        |

**Management of Health & Safety at Work Regulations:** The company's and driver's responsibilities under the management of health and safety at work regulations are as follows:

- Employees must hold a current driving licence, valid for the type of vehicle to be driven.
- Employees driving licences will be checked for validity on recruitment and periodically thereafter.
- All employees who are convicted of any motoring offence must bring this to the attention of their Line Manager.
- Employees must adhere to the highway code.
- All accidents must be reported immediately and accident report forms filled in at the earliest opportunity.
- Employees driving company vehicles should conduct daily checks as per manufacturer's recommendations.
- No vehicle is to be driven in an illegal or un-roadworthy condition.
- If a vehicle becomes un-roadworthy it must be taken off the road immediately.
- Your line manager and/or the office must be notified and given the opportunity to rectify the faults reported as soon as possible.
- Vans and Company car will be maintained in accordance with the manufacturer's recommendations.
- Drivers should take regular breaks when driving long distances.
- Drivers should be aware of the height of their vehicles.
- Employees who drive company vehicles are reminded that they must be able to satisfy the eyesight requirement set out in the Highway Code and wear the appropriate glasses and/or contact lenses.

- ✚ Employees should not drive or undertake their duties, while on a course of medicine that may impair their judgement - in cases of doubt they should seek the advice of their GP.
- ✚ Employees should not drive any vehicle when impaired for any reason including by drink or drugs while on company business.
- ✚ The use of hand-held mobile phones is an offence and drivers must only use mobiles using a hands-free kit.
- ✚ Safety belts must be worn in both front and rear seats, and it is the driver's responsibility (and your own if you are a passenger) to ensure they are always used.
- ✚ If any damage is caused to a company-provided vehicle due to neglect, the company reserves the right to take disciplinary action against the employee.

**DVLA Checks:** The company policy is that our Finance Division or Line Manager are required to carry out checks to ensure drivers have a valid driving licence where in order for the company to check driving licence details, employees must first provide us with a 'DVLA Check Code' - this can be obtained by going online to: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) where colleagues require the following to complete this check:

- ✚ Driving licence number.
- ✚ National Insurance number.
- ✚ Postcode on driving licence.

**Drivers of Non-Company Vehicles:** The Company is required to conduct additional checks for drivers of non-company vehicles which are being used for work-related purposes:

- ✚ Insurance - a copy of your personal car insurance policy confirming you are covered for business use is required.
- ✚ MOT & Road Tax - Registration number and make of the vehicles driven for work purposes where we will use this information to check online with DVLA that the vehicle has a valid MOT & Road tax and is road-worthy.

**Authority to Drive Form:** Although employees who normally use their own vehicle for work purposes, on occasions may be required to drive a company vehicle to carry out work duties where employees will be required to complete and sign the form 'Authority to Drive Form' where they will agree to notify the Company if convicted of any driving offence with the understanding:

- ✚ That driving a company vehicle without authority or current driving licence cancels insurance and is a criminal offence.
- ✚ That in the event of becoming unable to drive, through physical incapacity and/or for any other reason, the driver must notify the Company if convicted of any driving offence with the full understanding of following clause:

*I agree that I shall notify the Company if I am convicted of any driving offence where I fully understand:*

- (a) that driving a company vehicle without authority or current driving licence cancels insurance and is a criminal offence.*
- (b) that in the event of my becoming unable to drive, through physical incapacity or for any other reason I shall notify the Company who may withdraw the authority to drive company vehicles.*

**Benefit In Kind Taxation PL11D:** Some employees, with authorisation from their Line Manager, may use a company vehicle which is subject to P11D benefit in kind taxation in accordance with the published rules. Further details and confirmation of charges applicable at this time can be obtained from the Finance Department.

**Insurance & Accidents:** All vehicles are insured on a fully comprehensive basis. In the event of being involved in more than two accidents in any 12-month period, the Company may, at its absolute discretion, require payment for the insurance excess in respect of any additional accidents in the subsequent 12-month period and may deduct such sum from wages.

**Convictions, Endorsements, Health Conditions:** Drivers are required to report immediately to the Company any motoring convictions, endorsements on driving licence, or changes in health which might affect the ability to drive. The ability to drive is essential to employment and loss of driving licence may result in the immediate termination of your employment. If as a result of a driver's poor endorsements record, where the company are unable to obtain insurance cover at normal rates both in terms of premiums and/or additional excess levels, and driving company vehicles is essential to employment, this may result in the immediate termination of employment.

**Vehicle Driver Checks:** As the Authorised Driver of a Company Vehicle, drivers are responsible for:

- ✚ Checking lights, engine oil, water, battery, horn, mirrors, fuel, tyre and tyre pressure.
- ✚ Ensuring that any defect or difficulty should be advised without delay to McSence Management.
- ✚ That the vehicle is serviced in line with the manufacturers recommended intervals.
- ✚ Reporting ALL accidents immediately or at the earliest possible time if injured in an accident.
- ✚ Any damage or defects must be reported immediately to your manager who will arrange for repairs.

**Familiarisation Training:** Training will be delivered by line manager on vehicle receipt/handover to ensure that the driver is familiar with all the controls and vehicle documentation including:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| ✚ Battery location.               | ✚ Operation of controls          |
| ✚ Fluid reservoirs.               | ✚ Operation of lights            |
| ✚ Ladder racks and security.      | ✚ Service schedule.              |
| ✚ Load distribution and security. | ✚ Spare wheel and jack location. |
| ✚ Manufactures handbook           | ✚ Vehicle pack.                  |

**Fatigue:** The dangers of fatigue or driving when you are tired greatly increase your accident risk. To minimise this risk the Highway Code recommends the following measures:

- ✚ Make sure you are fit to drive. Do not undertake a long journey if you feel tired.
- ✚ Avoid [if practicable] undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.
- ✚ Plan your journey to take sufficient breaks.
- ✚ A minimum break of 15 minutes after every two hours of driving is recommended.
- ✚ If you feel at all sleepy, stop in a safe place – **DO NOT STOP** on the hard shoulder of a motorway.

**Modifications:** No vehicle may be modified, changed or be the subject of the post-delivery addition of “extras” without express permission from the Company.

**Fuel:** All fuel purchased must be paid for using the fuel card provided by the Company with correct mileage and vehicle registration details being provided at the time of purchase.

**Security:** The vehicle must be kept locked and parked safely when unattended. No Company goods should be left in the vehicle overnight unless the vehicle is kept in a locked garage or compound. In particular, mobile telephones should never be left unattended in the vehicle.

**Traffic Offences & Fines:** You are personally responsible for the payment of all fines including parking fees incurred for traffic offences committed in your vehicle and these amounts may not be reclaimed from your expenses. Any sums the Company is required to pay for offences committed in your vehicle will be deducted from your salary.

**Vehicle Defects:** All drivers must notify the Company and are aware that it is illegal to drive a vehicle with any of the following defects and failure to observe these regulations could result in legal proceedings against the company and the employee:

- ✚ With tyres (i) that are badly worn or damaged, (ii) have less than 1.6mm of tread in the main groove on the central three quarters of the tread pattern and around the entire outer circumference (iii) under inflated, (iv) radial ply and cross ply mixed.
- ✚ With faulty brakes, steering, lighting, or any other serious defect.
- ✚ Without a current driving licence, current MOT, or insurance.
- ✚ Without seat belts, worn always by all persons travelling in the front seats, or by passengers in the rear of the vehicle whenever seat belts are fitted.
- ✚ While under the influence of alcohol or drugs.
- ✚ While using a handheld mobile phone.

**Accidents:** If you, or any other person permitted to drive the vehicle, is involved in an accident-causing damage or personal injury, however slight, full details must be reported to your line manager by the end of the next working day. Do not make any statement admitting liability and you must provide similar information to the other driver. If property is damaged, but no other vehicle involved it is necessary to exchange similar information. If the owner of

the damaged property cannot be ascertained or is not available, or if anyone is injured in the accident, it is necessary to report the incident to the Police as soon as possible and, in any event, within 24 hours. Any accident must be reported immediately to your Line Manager, and you must provide all information requested by the Insurers. If a third party is involved the following details must be noted at the scene of the accident:

- ✚ Name and address of the other driver.
- ✚ Owner of vehicle.
- ✚ Registration number of vehicle.
- ✚ Name and address of insurance company, if known.
- ✚ Time and place of accident.
- ✚ Name and address of any independent witnesses.

**Repeat Accident(s):** Any driver having more than one accident in a company vehicle which is deemed to have been their fault will be required to undertake compulsory training before being permitted to drive company vehicles in the future.

**Malicious or Criminal Damage:** The Company may deduct from any wages or other payment due to you, any amount that you owe to the Company at any time, including overpayments of wages, excess holiday taken, training fees, the cost of repairing or replacing any damage or loss to Company property caused by you, or any other monies. This is an express term of your Contract of Employment in line with the provisions of the Employment Rights Act 1996.

**Breakdown Procedure:**

- ✚ Try to pull over onto the edge of the road or onto the hard shoulder.
- ✚ Put on the vehicle hazard warning lights to alert other road users.
- ✚ If possible, use the passenger door to exit the vehicle and move away from the vehicle, on motorways move behind the crash barrier and onto the side verge.
- ✚ Where a warning triangle is supplied it should be placed at least forty-five metres behind the vehicle, but only if it is safe to do so. This should not be attempted on a motorway.
- ✚ When in a safe position contact head office to give details of the breakdown and request that the recognised breakdown service provider be contacted.
- ✚ If the driver feels threatened, e.g. by a vehicle/individual stopping, they should return to the passenger seat and lock all doors. In order to communicate with anyone outside the vehicle whilst in this situation the window should be lowered just enough to allow conversation. The vehicle should be exited as soon as the driver feels it is safe to do so.

**Smoking & Vaping in Vehicles:** Smoking and vaping is not allowed in any work vehicle that more than one person uses, and all vehicles used by McSence Group employees as part of their work should become smoke-free. This is particularly relevant when a private vehicle is being used to convey passengers or other colleagues plus the use of private vehicles as a 'smoking shelter' should be discouraged. Smoking or vaping is not permitted in the following:

- ✚ All company vehicles including leased, owned, liveried or identifiable as related to the McSence Group.
- ✚ Any work vehicle that more than one person uses.
- ✚ Company vehicles used by more than one employee or driver.
- ✚ Buses, Taxis & Vans

**Hiring Vehicles:** All vehicles in use by the company must be notified to our insurers and added to the motor insurance database by Finance. This is done by department's emailing [accounts@mcsence.co.uk](mailto:accounts@mcsence.co.uk) with the following information:

- ✚ Drivers' details with a certified copy of driving license provided to hire company.
- ✚ Vehicle make & model.
- ✚ Vehicle registration number.
- ✚ Hire Date from and to, and further email to [accounts@mcsence.co.uk](mailto:accounts@mcsence.co.uk) if extending the hire.

**Leaving the Company:** Should you leave the Company's employment, you must (unless otherwise agreed by the Company) immediately upon termination return your vehicle to the Company's premises from which you are based together with all keys, logbooks and vehicle registration documents.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings whereas an employee of McSence Group, I understand that if I choose not to participate in or follow this policy’s guidelines, my refusal may be grounds for termination.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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**Policy Amendments & Revisions:** *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

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**Caring | Dependable | Respectful | Responsive | Sustainable**

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